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Community Services – Children’s Services	Children’s Services Policy: Anaphylactic

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Policy Owner	Manager, Children’s Services – Direct Operations
CCC Licensing Manual Section:	5
CCC Licensing Manual Subsection	5. 8
Approval Body	Satinder Klair - Director, Children’s Services
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Document Applies to:	Regionally Operated Child Care Centres

Disclaimer: A printed copy of this document may not reflect the current policy. Refer to the electronic version on the Children's Services VINE.

1) Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children and employees with severe allergies and provide relevant and important information on anaphylaxis to parents/guardians, employees, students, and visitors at the Child Care Centre.

This policy fulfills obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for Child Care Centres. The requirements set out in this policy align with [Sabrina's Law, 2005, S.O. 2005, c. 7 | ontario.ca](#), which requires all district school boards and school authorities in Ontario to develop an anaphylactic policy. Additional supportive information available to review is Sabrina's Law - Food Allergy Canada (<https://foodallergycanada.ca/sabrinas-law/>).

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2) Policy

Regional Child Care Centres strive to provide a safe environment for children and employees who have life threatening allergies to various materials or foods.

3) Procedure

3.1 Definitions

Anaphylaxis: Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, etc.

CECE: College of Early Childhood Educators.

Individual Plan: For the purpose of this policy, it refers to the Emergency Anaphylaxis Plan.

3.2 College of Early Childhood Educators Expectations

Registered Early Childhood Educators must also follow the expectations set out in the Code of Ethics and Standards of Practice, July 2017.

Specifically, the following:

- Responsibilities to Children
- Responsibilities to Families
- Responsibilities to Colleagues and to the Profession
- Standard I: Caring and Responsive Relationships
- Standard III: Safety, Health, and Well-being in the Learning Environment
- Standard IV: Professionalism and Leadership

3.3 Employee Responsibilities

Employees will review, understand, and agree to comply with this policy. For children with a history of anaphylaxis, employees will use their best judgment in administering the epi-pen.

If acting in good faith and in the best interest of the child when following the Life-Threatening anaphylactic reaction procedure, it is always safer to treat the reaction as severe, especially in children with a known history of anaphylaxis.

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3.4 Individualized Anaphylactic Plans and Emergency Procedures

- Before attending the Child Care Centre, the Supervisor/Designate will meet with the parent/guardian of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the Child Care Centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child’s parent/guardian, and any regulated health professional who is involved in the child’s care that the parent/guardian believes should be included in the consultation.
- Please note that a regulated health professional signature is required:
- Initially upon registration.
- When a child has been diagnosed with an anaphylactic allergy.
- When a change to the child individualized plan occurs.
- Please note that a regulated health professional signature requirement does not apply in the following situations:
- if the parent/guardian is replacing an expired epi-pen, or
- upon annual renewals as long as no changes to the anaphylaxis emergency plan have been made.
- Written notice should be obtained from the parent/guardian when they disclose that their child is no longer deemed anaphylactic.

All individualized plans and emergency procedures will:

- Include a description of symptoms of an anaphylactic reaction and the procedures to be followed in the event of anaphylactic reaction.
- Information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring, avoidance strategies and appropriate treatment.
- Be always made readily accessible to all employees and students at the Child Care Centre and will be kept in all group binders.
- Be reviewed with a parent/guardian of the child annually to ensure the information is current and up to date.
- Every child’s epinephrine auto-injector (Epi Pen) must be carried everywhere the child goes.

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Please note:

- Where anaphylaxis individualized plan outlines additional medications (i.e., Benadryl), the Epi Pen must always be administered first. Any additional medications may be administered after the Epi Pen has been administered. This standard of practice is communicated to parents/guardians.

3.5 Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be always followed by employees and students at the Child Care Centre.

- Do not serve foods where ingredients are unknown.
- Do not serve items with ‘may contain’ warnings on the label to a child who has an individualized plan and emergency procedures specifying those allergens.
- Dietary employees will review ingredients before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- Dietary employees will provide an alternate food item for the child who has an individualized plan. The alternate food item will be labelled with the child’s name.
- Dietary employees will post a notice on the cart when an allergen may be present.
- In cases where a child has food allergies and the meals and snacks provided by the Child Care Centre cannot meet the child’s needs, the child’s parent/guardian will be asked to supply snacks/meals for their child. All written instructions for diet provided by a parent/guardian will be implemented. See “special diets” below for further information regarding foods from home.
- Where food is provided from home for children, employees will ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Materials used for crafts and sensory activities will be considered for causative agents.
- Playground inspections will take causative agents (allergens) into account.
- Information will be shared about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the Child Care Centre.
- Each child’s individual plan and emergency procedure will be kept-up-to-date, and all employees and students are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Employees and students will be updated when changes to a child’s allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Families will be updated when changes to allergies occur, as they will be posted in a conspicuous area in the centre.

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Strategies in this policy will be updated or revised and implemented depending on the allergies of children enrolled at the Child Care Centre.

3.6 Special Diet

Best efforts will be made to accommodate children with special diet requirements due to medical conditions, allergies, or religion. There may be instances where a parent/guardian will be required to provide the food for their child.

When this occurs, each item must be individually packaged with the child’s name on each item. Special Dietary Schedule form must be completed by the parent/guardian to provide foods brought from home for their child.

3.7 Communication Plan

The following is the communication plan for sharing information on life-threatening and anaphylactic allergies with employees, students, parent/guardian, and families.

- Parent/guardian will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parent/guardian and families will be informed about anaphylactic allergies and all known allergens at the Child Care Centre through orientation to the centre. Known allergens will be posted on allergy lists within the center. Parent/guardian will be informed of the locations of these lists.
- A list of all children’s allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that provides details on signs and symptoms of an anaphylactic reaction describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child’s individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.

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- Dietary employees and any other food handling employees, will be informed of all the allergies at the Child Care Centre, including those of children and employees. An updated list of allergies will be provided to the dietary employees as soon as new allergies are identified. The Supervisor or Designate will communicate with the Dietary employees about which foods, if any, are not to be used in food prepared for the Child Care Centre and will work together on food substitutions to be provided.
- Employees will be notified, by way of the log book and individual meetings as necessary, regarding the life-threatening allergy or any changes.
- Employees, students and parents/guardians will refer to the Health and Safety Manual for Child Care Providers, Fifth Edition, and Niagara Region Public Health for general information on life threatening allergies. ([Child Care Manual - Niagara Region, Ontariohttps://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/default.aspx](https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/default.aspx)).
- The Child Care Centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it meets the needs of the Child Care Centre and that it is effectively achieving its intended result.

3.8 Drug and Medication Requirements

- Parent/guardian authorization will be noted on the anaphylactic plan for the Epi-Pen.
- Where other medications i.e., Benadryl as per the medication policy are required, a supplementary Authorization of Medication form will be completed by the parent/guardian.
- Emergency allergy medication (e.g., oral allergy medications, puffers, and epinephrine auto-injectors) will remain always easily accessible or carried by children with parent/guardian authorization (school age program) so that they can be administered quickly when needed.

3.9 Training

- The Supervisor will ensure that the Supervisor/Designate and/or all employees and students receive training. This training may be provided by the parent/guardian of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.

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- Where only the Supervisor/Designate has been trained by a parent/guardian, the Supervisor/Designate will ensure anaphylactic training is provided to all other employees and students at the Child Care Centre. Anaphylactic training may include the course ‘Anaphylaxis in a Child Care Setting’ offered at allergyaware.ca.
- Training will be repeated annually, and at any time there are changes to any child’s individualized plan and emergency procedures.
- A written record of training for employees and students on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked, and follow-up is completed where an individual has missed or not received training.

3.10 Confidentiality

- Information about a child’s allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).

3.11 Non-Life-Threatening Allergies

If a child has a non-life-threatening allergy where medication (i.e., Benadryl, Rupal, etc.) is to be administered, an ‘Individualized Plan for a Child with Medical Needs’ must be completed.

3.12 Additional Policy Statements

For their safety, children who require an Epi-pen will not be permitted to attend the centre without the Epi-Pen on site or if the Epi-Pen has expired. **If a child arrives at the centre without the Epi-Pen, the child will not be admitted into care.** For example, if a child arrives from school without their allergy medications, their parent/guardian will be called to either pick up the child or deliver the medication. The child will be closely monitored by employees and, depending on the allergy, not served any food items, while waiting for the parent/guardian to arrive.

Resources

Refer to the electronic version of the Children’s Services VINE for the following forms:

Anaphylaxis Emergency Plan

Anaphylaxis Individual Plan and Emergency Form Sign off

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Table of Revisions

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Revision Number	Date	Description	Updated By
1	11-14-2024	Implemented	Brenda Steele
2	01-27-2025	Implemented	Brenda Steele
3	06-20-2025	AODA compliant template revision on page one	Christina Boles
4	06-20-2025	Removed allergy charts must be posted on parent board to replace with “conspicuous area”	Christina Boles
5	06-20-2025	Removed template images and replaced with direction where to find forms under Resources	Christina Boles
6	06-20-2025	Removed reference to volunteers	Christina Boles

Approval History

Approver(s)	Approved Date	Effective Date
Satinder Klair – Director, Children’s Services	Dec. 8, 2025	Mar. 11, 2026